

BY ORDER OF THE  
COMMANDER

HEADQUARTERS, UNITED STATES FORCES, JAPAN  
USFJ INSTRUCTION 36-3103

16 November 2016



Personnel

AMERICAN RED CROSS PROGRAM  
AND PERSONNEL IN JAPAN

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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**PURPOSE:** To establish policy governing the American Red Cross (ARC) program and personnel in Japan.

**SUMMARY OF CHANGES:** Updated duty titles and grades.

**1. Scope:** This instruction applies to all military commands in Japan and ARC personnel assigned or attached to military units in Japan.

**2. General:**

2.1. Title 10, USC, Section 2602, provides for use of the ARC in aid of the Armed Forces and for other purposes. Under the authority contained in this law and DOD Directive 1000.26E, *Support for Non-Federal Entities Authorized to Operate on DOD Installations*, the American National Red Cross established policies with respect to cooperation and use of the ARC within the armed forces; which are outlined in the Memorandum of Understanding (MOU) between the United States Department of Defense (DoD) and ARC; dated 10 March 2009.

2.2. DoD Directive 1000.26E and the MOU govern ARC activities and relationships within the respective military services and provide for logistical support.

2.3. The ARC cooperates closely with the military authorities by carrying out activities supplementing and otherwise assisting the armed forces in programs relating to the health, welfare, recreation and morale of military personnel, when the need is within the capabilities of the ARC, resources and the ARC's mission.

**3. Core Services:** The following core services are provided for the benefit of all military personnel, civilian personnel employed by DoD, and their family members in Japan:

3.1. Reporting and communications services to help in resolving personal and family emergencies are available on a 24-hour basis.

3.2. Access to financial assistance on behalf of the Aid Relief Societies for emergency travel and other selected emergency circumstances are available on a 24-hour basis.

3.3. ARC health and safety courses.

3.4. Recruitment, training and administration of adult and youth volunteers to extend ARC programs and services to the military community.

3.5. Information and referral services.

3.6. The ARC in Japan, when requested, also coordinates volunteer activities and donations as they apply to the sick and wounded, and family members. It renders assistance to veterans and unmarried widows of veterans concerning Veterans Administration benefits and claims.

#### **4. Status of Personnel:**

4.1. Uniformed, full time, paid professional, secretarial and clerical ARC personnel report to ARC offices of assignment on orders prepared by the branch of service having command responsibility for the military installation where ARC offices are located. They are transported to, from, and between places of duty at cost and charge to the government, on the same basis as civilian members of the DoD, when traveling under Permanent Change of Station (PCS) or Temporary Duty (TDY) orders. They are furnished quarters on the same basis as the similarly situated DoD civilians (see para 6.2).

4.2. ARC personnel in Japan in categories described above are considered members of the civilian component of the United States Armed Forces in Japan within the provisions of Article I of the Status of Forces Agreement (SOFA). They are therefore authorized the use of medical facilities, messing facilities, exchanges, commissary stores, clothing sales stores, ships' stores ashore and afloat, and recreational facilities and similar privileges, subject to regulations of the military services and/or other authority.

**5. Provision of Facilities, Equipment, and Supplies:** The ARC is provided furnished office space, utilities, maintenance and custodial services, warehousing, wharfage, communications and other assistance in accordance with DoD Directive 1000.26E and the MOU.

#### **6. Procedures:**

6.1. Travel Orders.

6.1.1. Requests for travel orders for ARC personnel stationed in Japan are made by the ARC, Service to the Armed Forces (SAF), Human Resources; to the service commander of the installation to which the individual performing the travel is permanently assigned, or to such other commander as the service commander may designate. Requests from ARC are submitted through the ARC Station Manager assigned to the installation concerned. PCS and TDY orders involving cost to the government are issued, and funds for travel are budgeted, in accordance with the directives of the military services. Accounting data for travel costs is included in such travel orders.

6.1.2. Transportation costs for PCS to another command in Japan or the Far East are charged to the receiving activity.

6.1.3. Travel costs for PCS to the United States are charged to the military activity from which the ARC staff member are being reassigned. Delays in route are authorized by SAF, Service Delivery Department, ARC National Headquarters, Washington, DC.

6.1.4. Funding for TDY orders is normally the responsibility of the military activity to which the Red Cross paid or volunteer member is assigned. When the Region Manager and/or volunteer chairman determines that TDY is performed for the benefit of another command, the command receiving benefit of the travel is responsible for travel costs.

## 6.2. Quarters.

6.2.1. ARC personnel (Emergency/Mission Essential) assigned to duty with U.S. forces in Japan are furnished quarters on the same basis as civilian employees of the DoD. ARC personnel occupying approved private rentals are afforded logistical support comparable to DoD civilian employees in equally graded positions.

6.2.2. For determining accommodations, privileges and amenities to be afforded ARC personnel, the following grade comparison applies. (The date that ARC personnel acquire their ARC grade, is their date of rank.)

<b>ARC Title/Grade DOD</b>	<b>Appropriated Fund Grade</b>	<b>Military Grade</b>
Division Director	SES (1-4)	General (O7-O10)
Deputy Director	GS-15	Colonel
Regional Program Director	GS-14	Lt Colonel
Regional Program Manager	GS-13	Major
Regional Program Specialist	GS-12	Captain

6.3. Request for establishment or disestablishment of ARC services, or request for additional services or personnel are forwarded via service commanders to the Senior Director, SAF Service Delivery, American Red Cross, National Headquarters, Washington, DC 20006.

## 7. Responsibilities:

7.1. The responsibility for administration of ARC services and programs and the supervision of ARC personnel within Japan is charged to the Manager of Japan Region, Yokota Air Base, APO AP 96328-5000.

7.2. The Manager, Japan Region, Yokota Air Base, Japan, APO AP 96328-5000 is the official ARC liaison to HQ, USFJ and the component service command headquarters.

7.3. The scope of responsibility for the two regions within the USFJ jurisdiction is as follows:

7.3.1. Japan Region, Yokota Air Base, Japan, APO AP 96328-5000

### 1. 5<sup>th</sup> Air Force


- Yokota Air Base, Japan
- Kadena Air Base, Okinawa
- Misawa Air Base, Japan
- Anderson Air Base, Guam (Although outside of USFJ/5AF, Anderson is

aligned under the Japan Region ARC purview due to its proximity

2. Seventh Fleet
  - Yokosuka Naval Base, Japan
  - Naval Medical Command
  - NAF Atsugi
  - Sasebo Naval Base
3. III Marine Expeditionary Forces
  - Camp Foster, Okinawa
  - MCAS Iwakuni, Japan
4. USA HQ Japan/ I Corps
  - Camp Zama, Japan
  - 10<sup>th</sup> TSC, Okinawa

#### 8. References:

- 8.1. Title 10, USC 2602 – American National Red Cross
- 8.2. DoD Directive 1000.26E, “Support for Non-Federal Entities Authorized to Operate on DoD Installations, 2 February 2007.
- 8.3. Memorandum of Understanding (MOU) between the United States DoD and the ARC; dated 10 March 2009.
- 8.4. DoD Directive 4500.9, Transportation and Traffic Management. 26 January 1989.
- 8.5. SOFA (Japan). Agreement Under Article VI of the Treaty of Mutual Cooperation and Security Between the United States of America and Japan, Regarding Facilities and Areas and the Status of United States Armed Forces in Japan, dated 19 January 1960.
- 8.6. USARJ Supplement 210-50 to AR 930-5; COMNAVFORJAPANINST 11101.12D; USFJ Instruction 32-6001, Family Housing Management in Japan.
- 8.7. USDP&R Directive-Type Memorandum (DTM) 08-003, Next Generation Common Access Card Implementation Guidance”, Dec. 2008.
- 8.8. DoD Instruction 1000.13, Identification Cards for Members of the Uniformed Services, Their Dependents and Other Eligible Individuals residing in the same household, 23 January 2014.
- 8.9. JFTR Vol. II Par., C5134 Medical Emergency Travel.

  
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